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Class Specifications  
for the Class:

WORKFORCE DEVELOPMENT ADMINISTRATOR  
(WORKFORCE DEVELOPMENT ADMR)

**Class Distinguishers:**

Managerial Responsibility: As a division chief, the sole position in this class administers the statewide workforce development program and directs operations in accordance with applicable State and federal laws. Division activities are accomplished through a program development office and four branches on Oahu, Maui, Hawaii and Kauai.

Complexity: This class reflects responsibility for planning, organizing, directing, coordinating and controlling the operations of a statewide program which delivers employment and training services to job applicants, workers, and business community throughout the State.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: Principles and practices of management and administration, including supervision, budget and legislative processes; thorough knowledge and understanding of State and federal laws, rules and regulations pertaining to employment services (e.g., labor, employment, veterans, equal employment opportunity, occupational safety and health, etc.) and employment training programs; national and State labor market conditions, employment trends and industrial conditions; community resources, labor organizations, veteran groups, educational institutions, and other public entities at the local and national levels; State workforce development program goals, policies and procedures; departmental rules and regulations; and research and report writing methods and techniques and public relations.

Ability to: Administer the statewide workforce development program; establish program priorities and policies; speak and write effectively; meet, elicit the cooperation of, and establish and maintain effective working relationships with associates, committees, representatives of community groups, organizations, and other governmental agencies; and supervise and evaluate the work of others.

**Examples of Duties:** (*The sole position in this class may not be*

*assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plan, organize, direct, coordinate and control the statewide workforce development program in accordance with applicable State and federal laws, rules and regulations.
2. Plan and develop program policies and procedures.
3. Determine resource requirements and direct the preparation of the division's budget.
4. Direct, participate in, and coordinate staffing of operations and establish control of monitoring and evaluation activities.
5. Direct the implementation of program activities and ensure compliance with laws, rules, departmental and program policies, procedures and standards.
6. Propose changes in legislation, administrative rules and departmental policies related to the workforce development program.
7. Represent the division and/or department at public hearings, conferences, workshops and meetings, both within and out of the State.
8. Establish and maintain working relationships with associates, committees, representatives of community groups and organizations, and representatives of other governmental agencies.
9. Provide for staff training and development.
10. Take appropriate action on personnel matters, including disciplinary actions and grievances.

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This is the first specification for the new class  
WORKFORCE DEVELOPMENT ADMINISTRATOR (WORKFORCE DEVELOPMENT  
ADMR).

Effective Date: 12/16/1995

PART I  
WORKFORCE DEVELOPMENT ADMR

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DATE APPROVED: 4/28/2000

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